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Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Policy coordinator – Briefings coordinator

DG Customs and Taxation (TAXUD) of the European Commission

Selection reference: TAXUD/COM/2024/1033

Domain: Communication

Where: Unit TAXUD.E.2 - TAXUD E.2 - Interinstitutional relations, coordination, communication and strategic planning

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: grade range AD5-AD8

Publication deadline: 11.07.2024 - 12.00 (Brussels time)

WE ARE

The Directorate General Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

The Directorate Resources and General Affairs (Directorate E) is providing cross-cutting services and support to the Director-General and the other Directorates in DG TAXUD.

As part of the Directorate E, Unit E2 is a horizontal unit responsible for inter-institutional relations, coordination, internal and external communication activities and strategic planning. The Unit's mission is to ensure the coherence of customs and taxation initiatives, their consistency with the Commission's priorities and their effective communication to stakeholders, the broader public and colleagues. The Unit comprises a dynamic, diverse, and friendly team of about 25 people.

In the field of briefings coordination, we strive to coordinate and shape high-quality and timely briefings, while ensuring coherent narratives and reflecting DG TAXUD and the Commission political priorities. This includes maintaining a broad perspective on TAXUD and Commission political priorities and gathering intelligence on the involved interlocutors. Our briefings' clients are the DG TAXUD Director General, the Commissioner, the President and vice-Presidents, the Secretariat-General and other Directors General and Commissioners as required.

The briefings, interinstitutional, and communications teams in E2 work closely together to contribute to and refine the DG TAXUD political messaging and strategy.

WE PROPOSE

A challenging and diverse position for a proactive and dynamic person, who will be responsible for a wide range of briefings related tasks. His/her main focus will be on:



- Coordinate internally DG TAXUD Briefings for the Director-General, the Commissioner, the President and Vice-Presidents, Secretariat-General and other Directors-General and Commissioners.
- Liaise with DG TAXUD briefing contact points (persons nominated within each Directorate for coordinating the preparation of the briefing material within his/her Directorate).
- Provide clear and complete instructions on briefing requests to the Directorates/Units. Ensure quality review and further shaping of technical input. Ensure transmission of briefings within the set deadlines.
- Draft directly political narratives, speeches, articles, etc. as required.

The successful candidate will be involved in the preparation for the arrival of the new Commission e.g. preparation of briefing books, materials for hearings, political narratives, etc.
She/he will work closely with the office of the Director-General.
She/he will also attend DG TAXUD weekly senior management meeting on a rotational basis.

WE LOOK FOR

A highly motivated, proactive, and well-organised individual, who is interested in having a big picture overview and building a political insight on the policies and politics of DG TAXUD's files.

The candidate should have good political judgement, excellent drafting and editing skills, a strong sense of initiative and a good eye for detail. The candidate should have experience in shaping technical information and drafting politically attractive messages and distilling policies into coherent narratives.

He/she should enjoy working in a dynamic environment and be able to multi-task and produce high quality work within short deadlines.

S/He should have excellent interpersonal skills and be able to work both independently and as part of a team.

Knowledge of taxation and/or customs topics is also an advantage but not a requirement.

Excellent English is required. A good working knowledge of French is an asset. Other EU languages are an advantage.

HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV
2. motivation letter
3. duly filled in application form.

Please send these documents by the publication deadline to TAXUD-UNIT-E2@ec.europa.eu indicating the selection reference TAXUD/COM/2024/1033 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.